

Essex Regional Retirement System
Job Title: Member Services Analyst

Summary: The Essex Regional Retirement Board is seeking a **Member Services Analyst**. This position will be responsible for the administration of member annuity accounts, including the timely posting of monthly contributions. This position will also be responsible for performing monthly bank reconciliations of the retirement system's cash accounts and for the provision of office management and professional administrative support. A complete job description is available on Latest News and Announcement page of the retirement system's website (www.essexregional.com). The starting wage range for this position is \$26.50 per hour for a 37.5 work week. Interested candidates should email a cover letter and resume to Charles E. Kostro, Executive Director, Essex Regional Retirement System, at ckostro@essexrrs.org. This position will remain open until filled but interviews for this position will begin on or about February 1, 2019.